### Air Force Security Assistance Ce

Build International Partner Capabilities in Support of Global

Security Objectives



(Unclass Supply Discrepancy **Report - Automation** (SDR-A) **Original SDR Submission Wizard Tutorial AFSAC/IARGB Section** 5454 Buckner Road Wright-Patterson AFB, OH

45433

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<u>. M. L</u>

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### **AFSAC Online Home Page** (https://afsac.wpafb.af.mil)



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Online

Air Force Security Assistance Center Wright Patterson AFB, Ohio 45433

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Password Required

Apply for SCIP Portal Account

#### **Application Links**

Tutorials

Applications Suite

Supply Application

Letter of Request (LOR)

Logistics Applications

AFSAC Online

· AFSAC's goal is to caticfy our customers' needs. This Web based consider is another attempt to achieve that goal. It is not intended to rea have developed thi

**The Supply Discrepancy Report Automation** provide easy, arou (SDR-A) tool is accessed through AFSAC Online using any Internet connection.

Business application

(Use the navigation links on the left to access the business applications)

We currently offer a range of Business Applications to provide our customers visibility into their country programs.

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Contract Data and Narrative.



CLSSA Summary

AFSAC Library

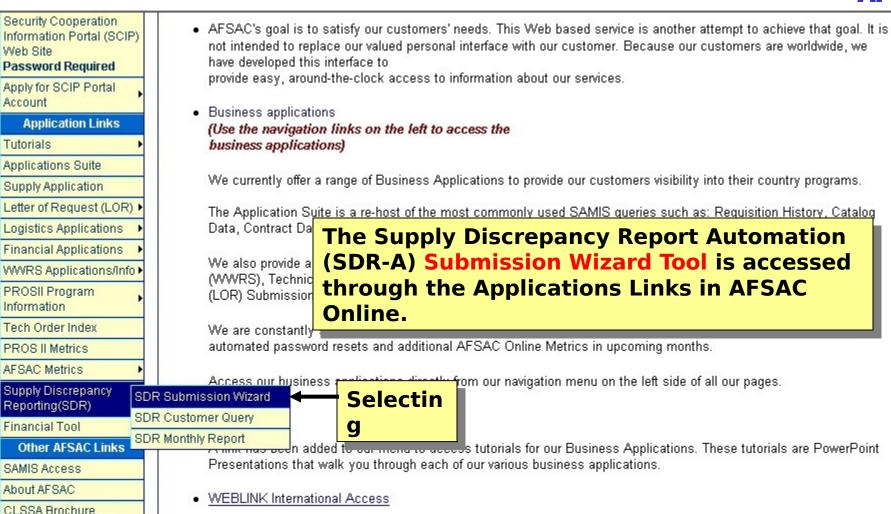
Repair/Replace Briefing

requirements.

Briefina

#### **AFSAC Online SDR Submission**





WebLINK International is a web based service provided by the Defense Logistics Information Service. It provides onestep access to multiple databases, which allow a user to research the supply pipeline by country and service. Click

the link above to go directly to their website to find out more about this service. Click here for access and sponsorship



### **AFSAC Online Login**



#### **AFSAC Login**

User Name:			
Password:			
	Login	Clear	

User IDs and passwords are NOT case sensitive.

Use your AFSAC Online ID and Password to access the SDR Automation Submission Tool.

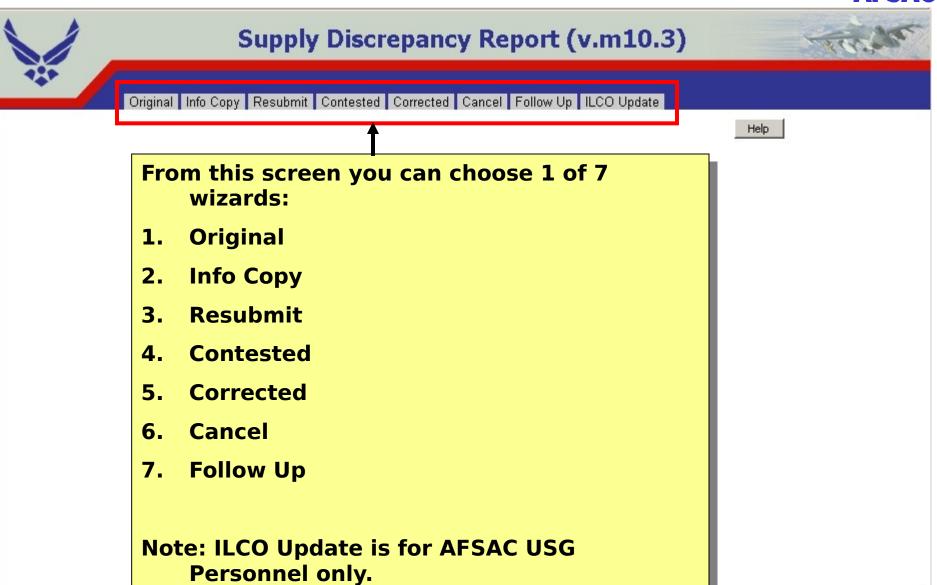
NOTE: If you have logged-in to any of the other SDR-A tools, this screen will be skipped.



#### **SDR Submission Main Screen**









# SDR Original Submission Wizard

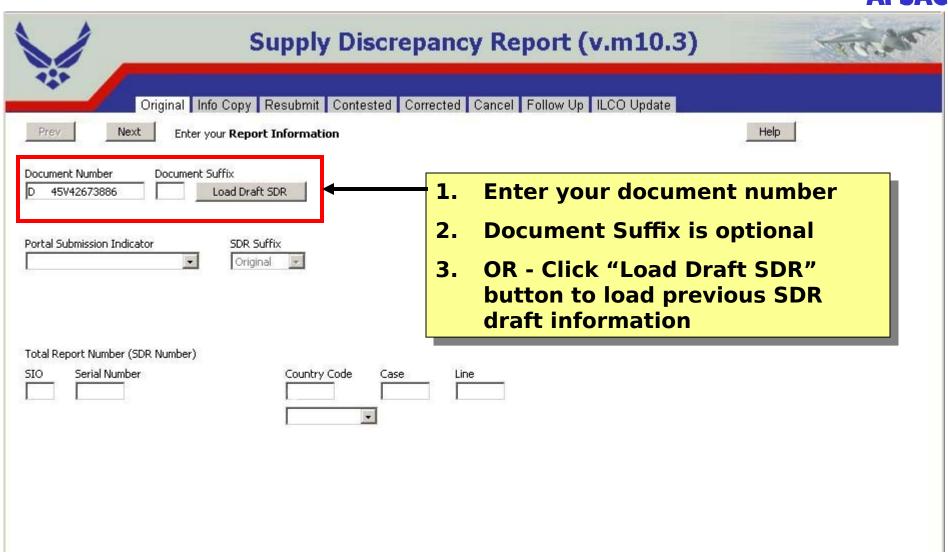


Report (v.m10.3)
ancel Follow Up ILCO Update Help
e Original Wizard to:
ubmit a new report
ead you through the SDR submittal ocess
ee your completed SF364 at the end



### SDR Original Enter Doc #







### **SDR Original Load Draft SDR**



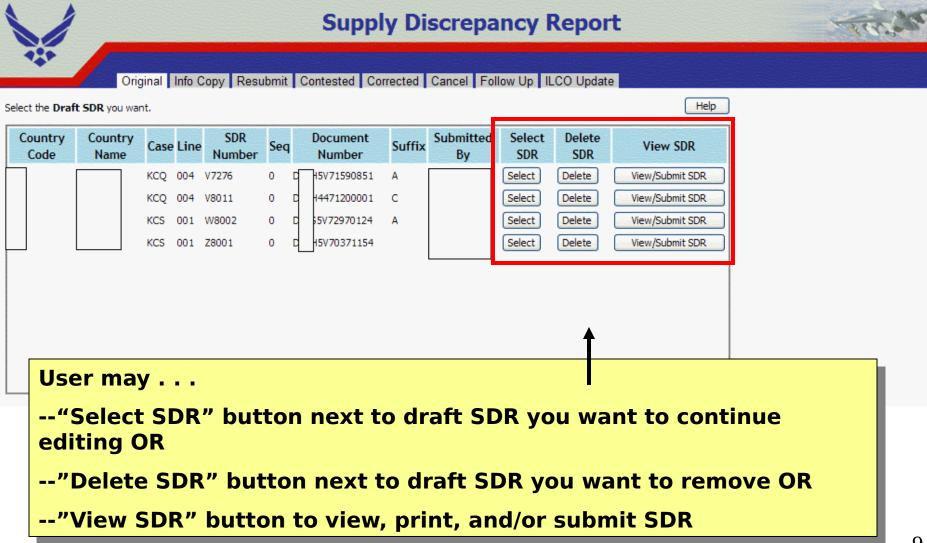
	Supply D	iscrepancy Report (v.m10.3)	Tro de
	al Info Copy Resubmit Conf	tested Corrected Cancel Follow Up ILCO Update	Help
Document Number Document Number	ument Suffix Load Draft SDR	To shorten the list and speed it up, you can do one or more of the following.	
Portal Submission Indicator  SA Customer Submission	SDR Suffix Original	pick the country enter all or part of the case enter all or part of the line enter the SIO	
Total Report Number (SDR Num SIO Serial Number A 1005	ber) Country Code	Case Line KDH 001	
		Each time data is entrecord, a draft version it is submitted. You	on is saved until

many times to complete a SDR entry.



#### SDR Original **Select SDR Draft**

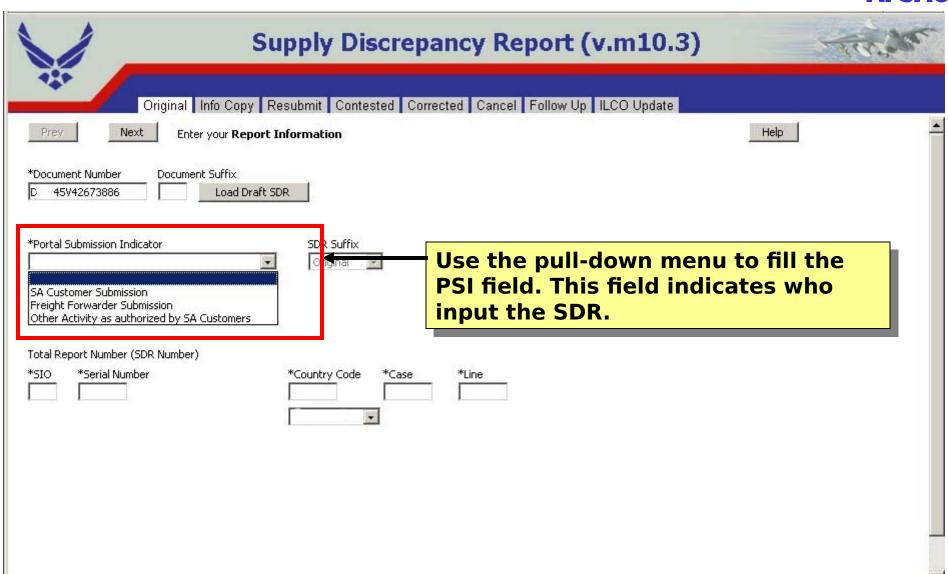






### **SDR Original Portal Submission Indicator**

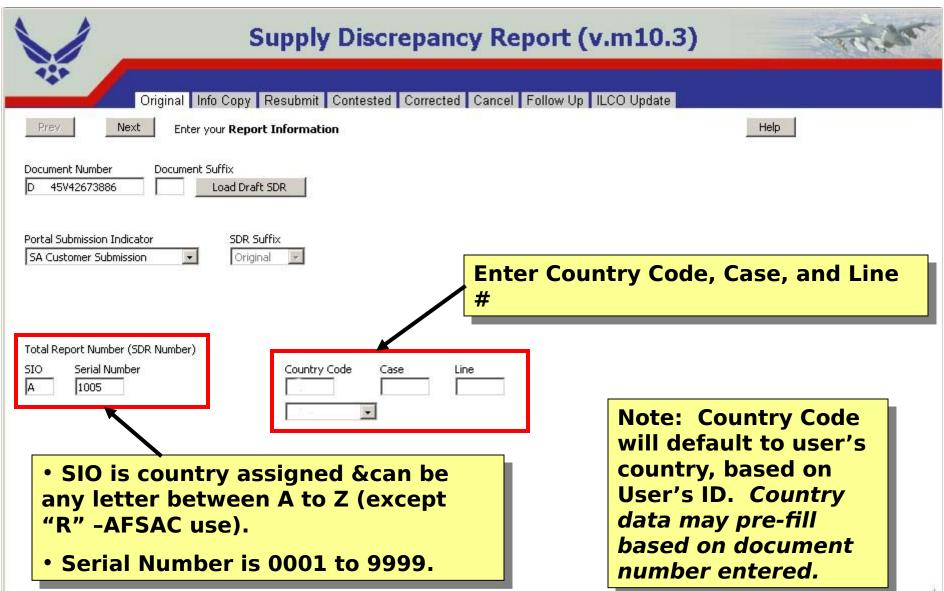






# SDR Original SIO/Serial #/Country/Case/Line

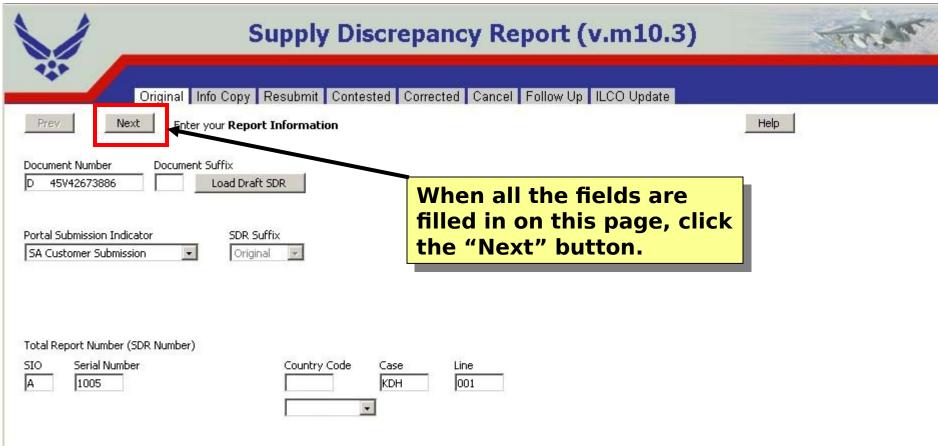






#### SDR Original Next

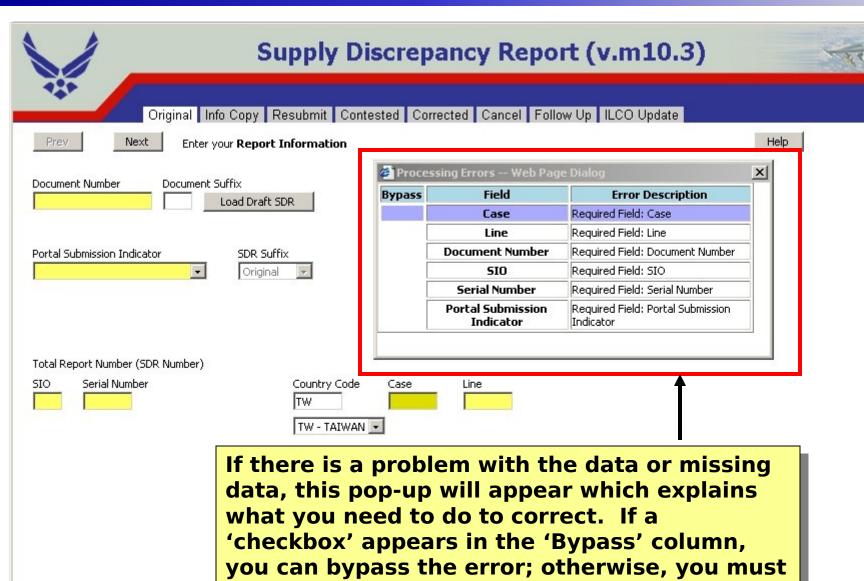






### **Processing Errors**



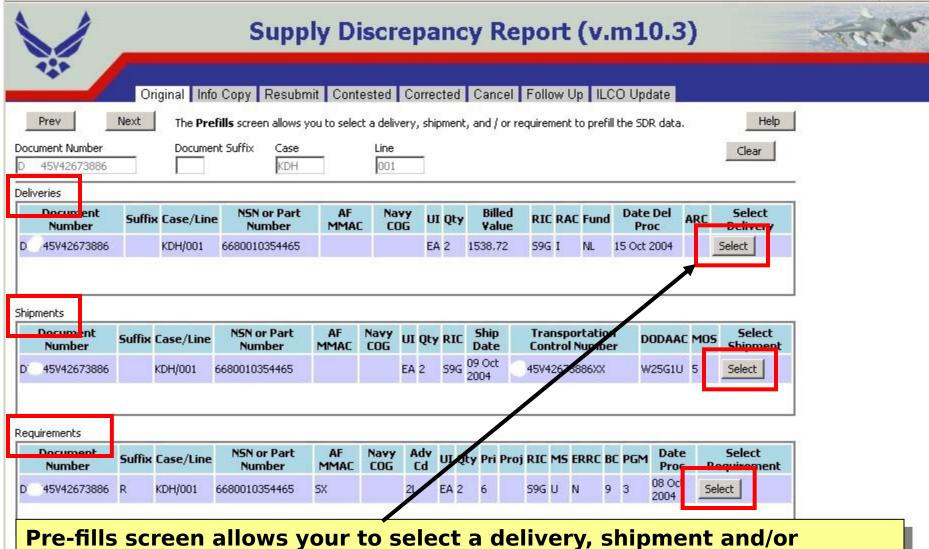


correct error to proceed.



### SDR Original Pre-fill Options





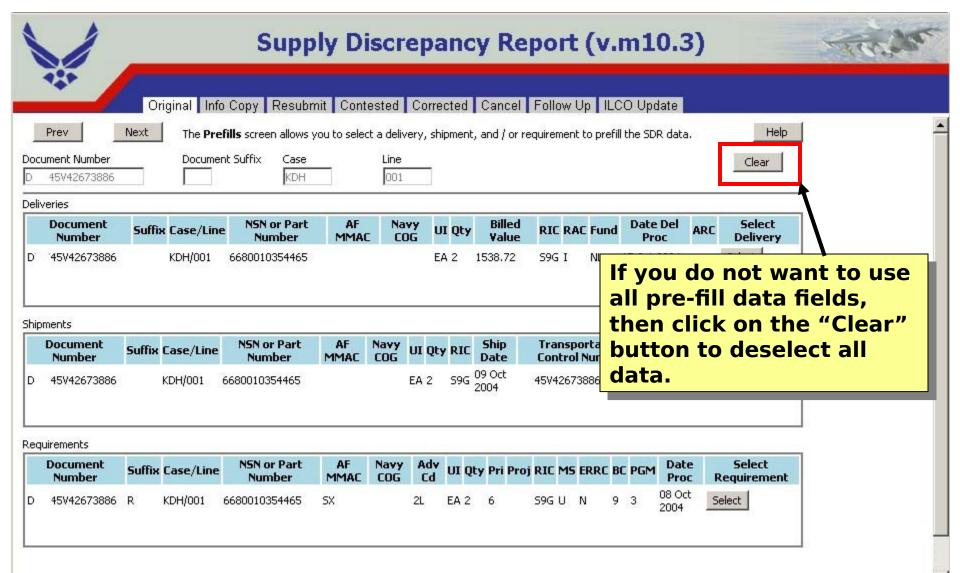
requirement to pre-fill the SDR data. If only one record exists, the

system will pre-select it for you



### SDR Original Pre-fill Options

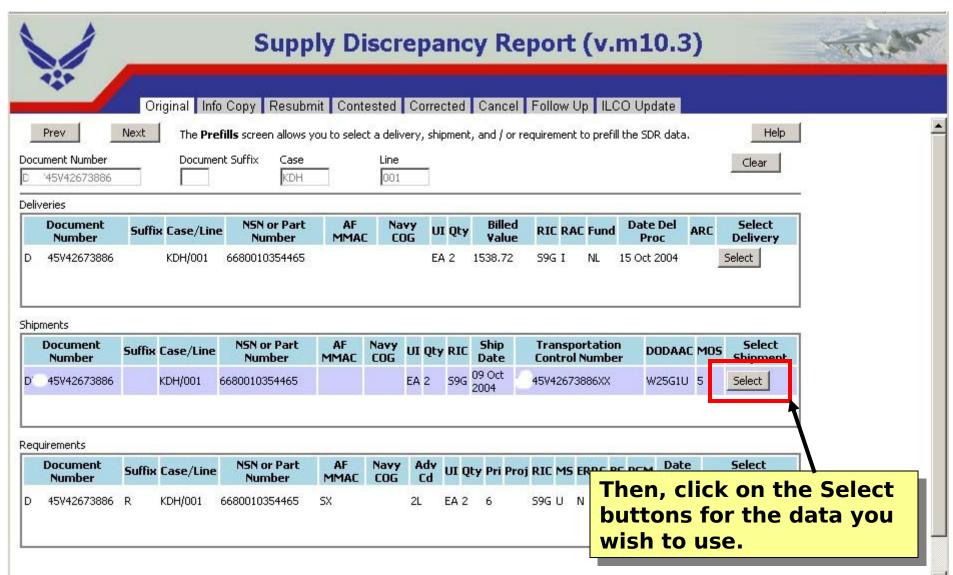






### SDR Original Pre-fill Options







# **SDR Original Manual Entry**



	Sup	ply Discrepancy	Report (v	.m10.3)	Jan Mar
Prev         Next           Document Number         0           D         45V42673886			Marie No No Oc	DOMESTICAL STREET	• Manually enter
**Manufacturer's CAGE  **Nomenclature  CASE, INDICATOR  Navy COG  ** User	Air Force MMAC  SX  Code **Part Number  r must enter NSN or CAGE/Part f	59G Fund Code NL	e tifier Code (RIC)	Req Advice Code 2L  Budget Code 9  ERRC N  DoD EMALL no	data about what you requisitioned, what was shipped, and what was delivered/billed.
Quantity Billed  2  Billed Value  1538.72	Date Delivery Process 15 Oct 2004	Reporting Activity Code (RAC)  I  Delivery Source Code  AA	Transportation Bill B Interfund Bill Numb 2CAD4		<ul> <li>Some fields</li> <li>may be pre-</li> <li>populated based</li> </ul>
5hipment Data  *Quantity Shipped  2  Date Shipped  09 Oct 2004  Fields marked with a * a	Shipper's RIC Shipper's DODAAC W25G1U	Shipment Unit Control Number 45V42673886XX	Carrier's Document Carrier's Document		on your selections from the pre-fill data, or from lookups based on



# **SDR Original Contract Data**



Sup	ply Discrepancy Report (v.m10.3)
	bmit   Contested   Corrected   Cancel   Follow Up   ILCO Update   e available <b>Contracts</b> then enter additional data, or you may enter all of the contract data.   Help
Document Number PIIN CLIN GFE/GFM Call Order	Shipment ID Number Select Contract
Document Number D 45V42673886	Clear
PIIN Contract Line Item Number  Call Order Number Shipment ID Number	• The pre-fill data for this page is provided from the Air Force contracting systems via an interface with the SAMIS contracts query (QAID = 205).
	<ul> <li>At this time, pre-fill data is only available for Air Force contracts.</li> </ul>
	<ul> <li>If a contract record exists that matches the SDR document number, press 'Select' to pre-fill that contract information.</li> </ul>
Fields marked with a * are required.	<ul> <li>Customer may enter contract data manually, if known.</li> </ul>

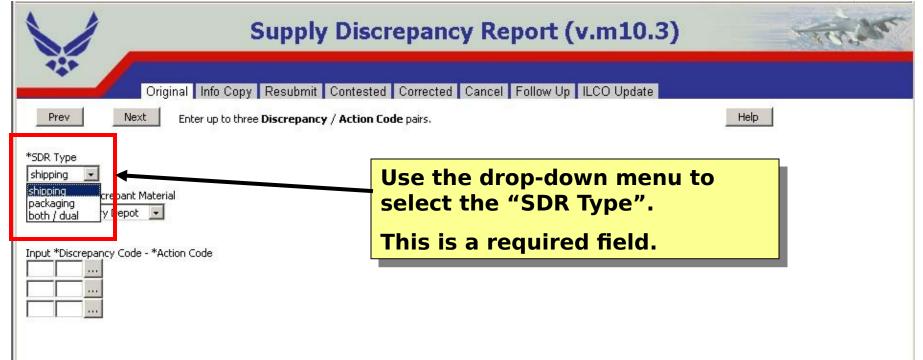




		AI S,
Supp	oly Discrepancy Report (v.m10.3)	Transfer de
Original Info Copy Resub	mit Contested Corrected Cancel Follow Up ILCO Update	
	ancy / Action Code pairs.	Help
*SDR Type shipping		
*Location Of Discrepant Material	This screen allows you to enter the information	
Input *Discrepancy Code - *Action Code	about the discrepancy and what action is requested.	
	•	
Fields marked with a * are required.		







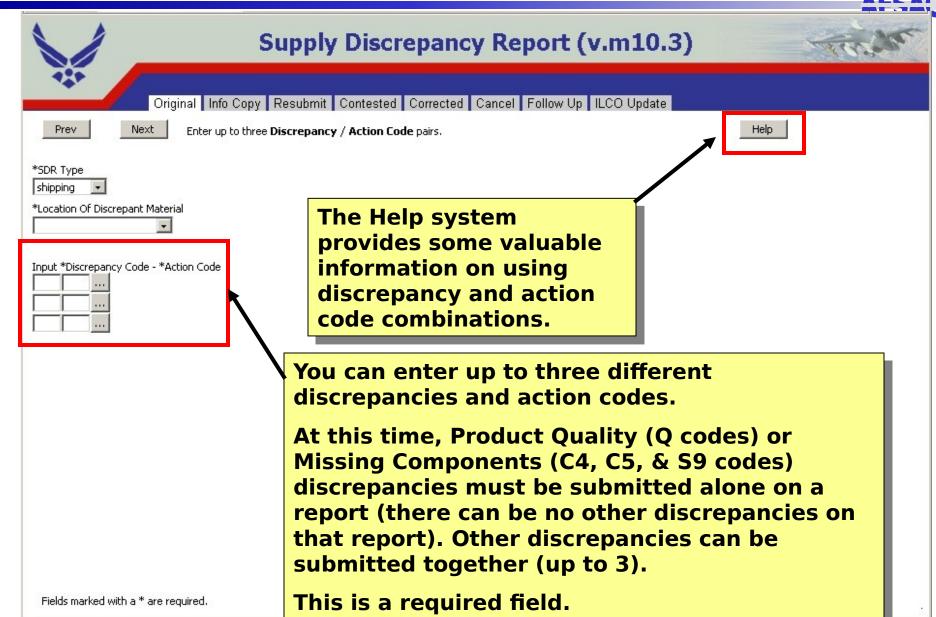






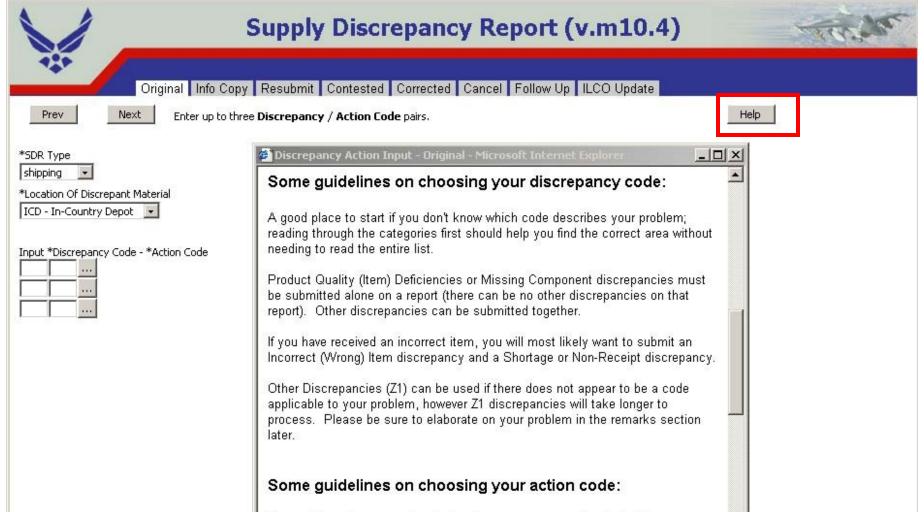








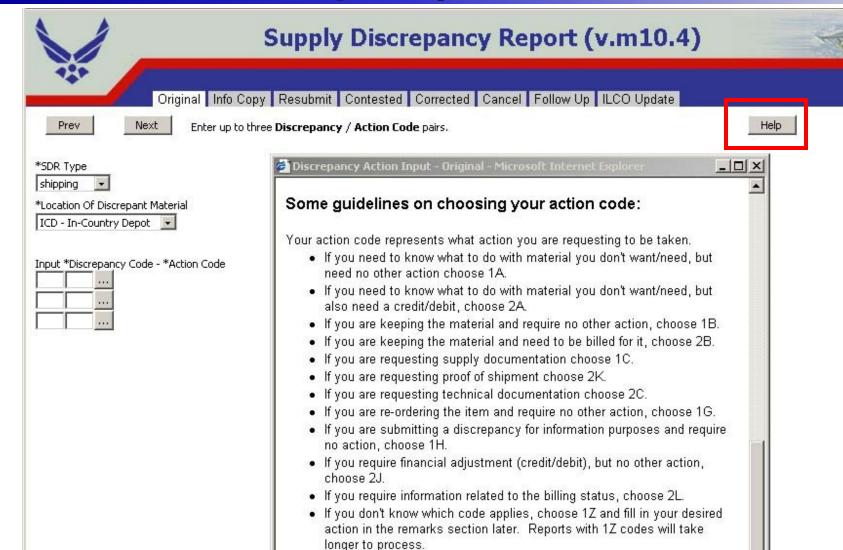




Your action code represents what action you are requesting to be taken.



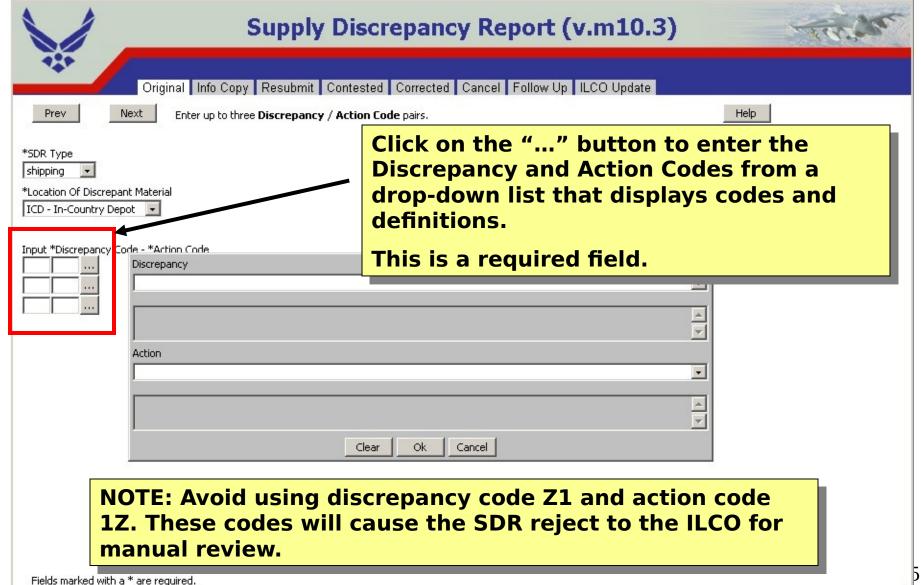




 If you need to submit other information related to your desired action which cannot be provided as a remark or attachment, choose 2Z.

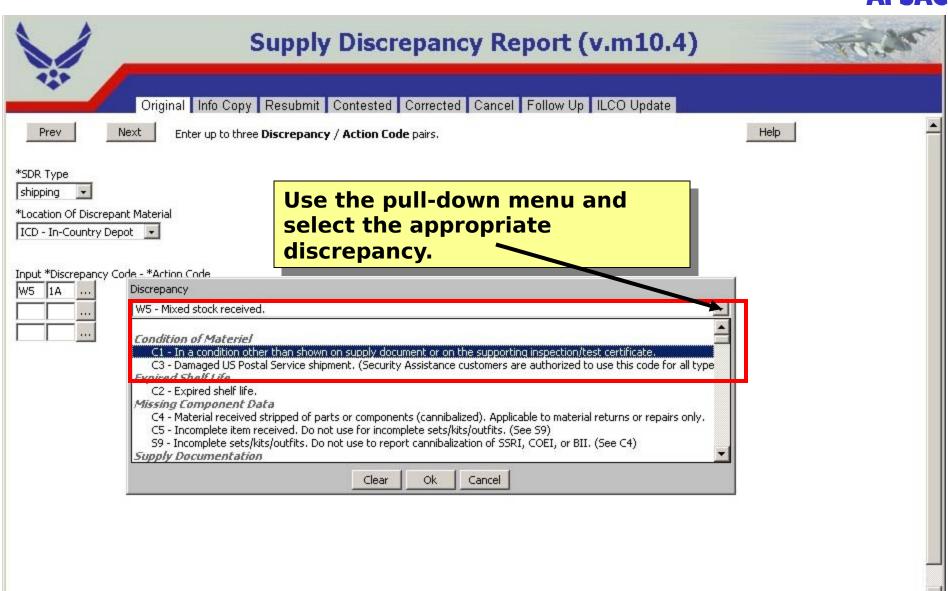






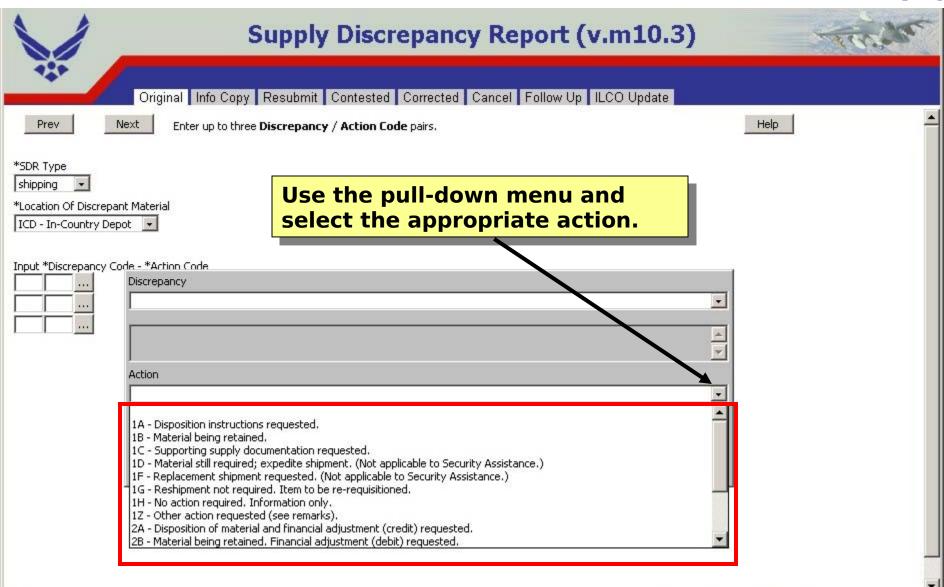






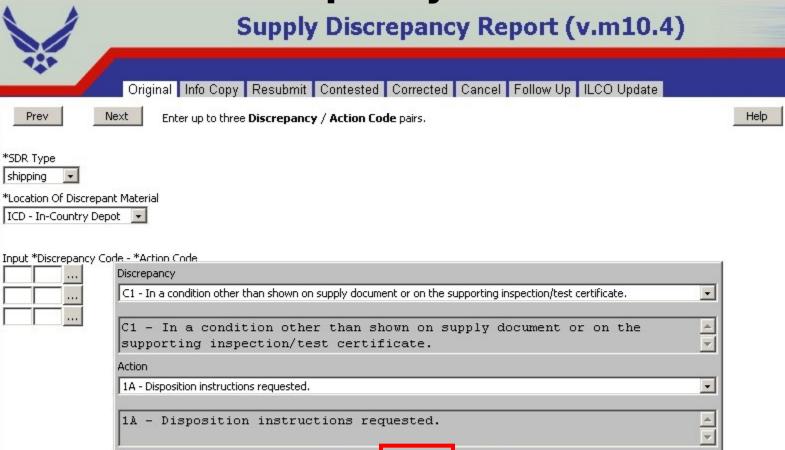










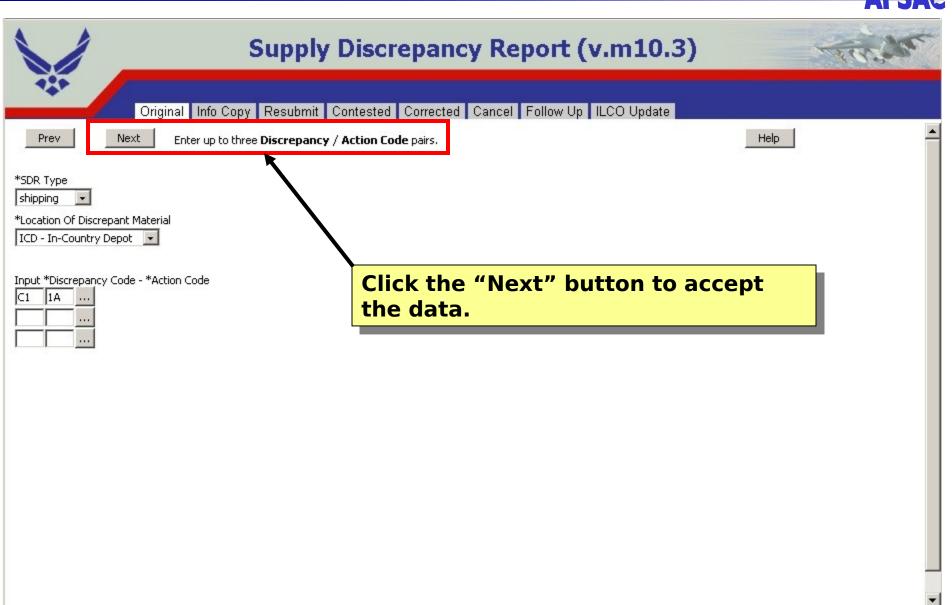


Click the "OK" button to accept your choice of discrepancy and action code.

Cancel



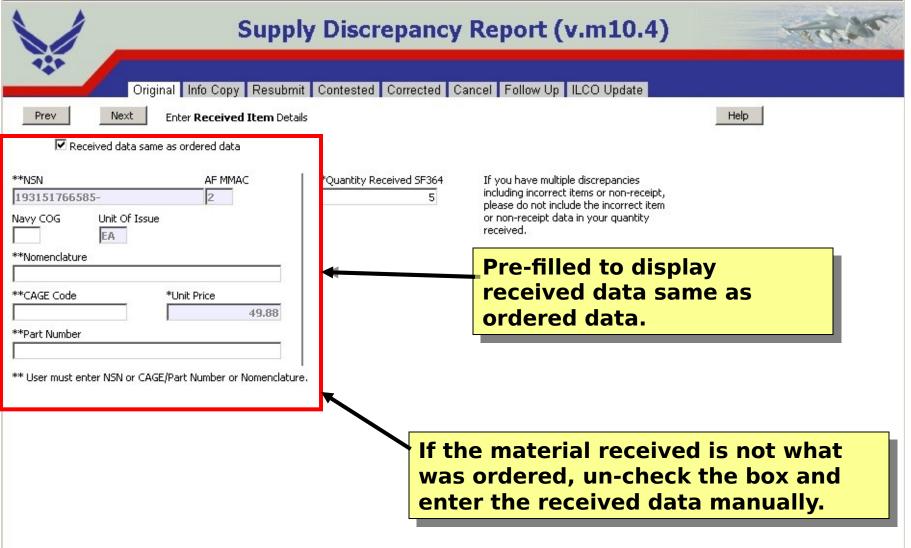






### SDR Original Received Item Detail







#### SDR Original Received Item Detail



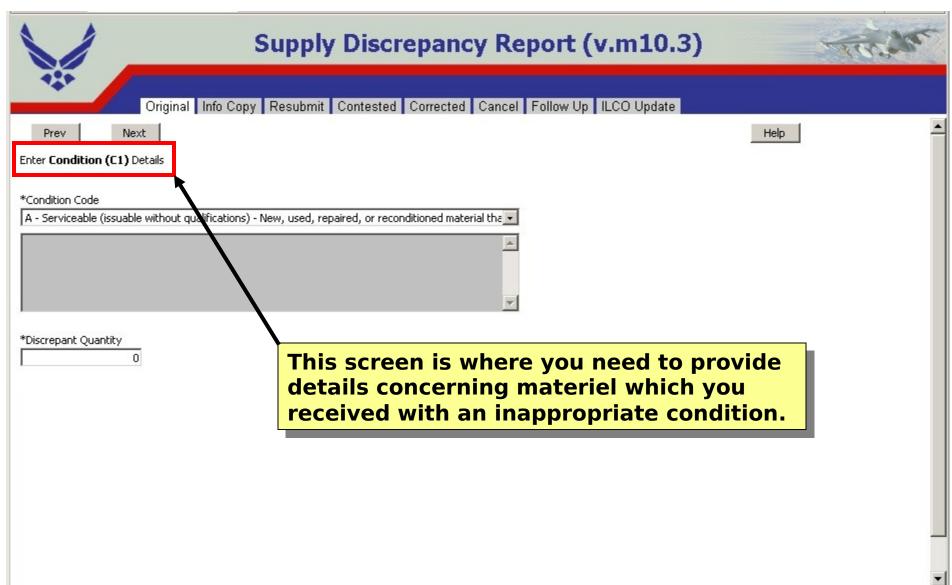
Supp	ly Discrepancy	Report (v.m10.4)	The state of the s
Original Info Copy Resubn		ancel Follow Up ILCO Update	Help
**NSN AF MMAC  193151766585- 2  Navy COG Unit Of Issue  EA  **Nomenclature	*Quantity Received SF364 5	If you have multiple discrepancies including incorrect items or non-receipt, please do not include the incorrect item or non-receipt data in your quantity received.	
**CAGE Code  *Unit Price  49.88  **Part Number  ** User must enter NSN or CAGE/Part Number or Nomenclature	ire.	Enter the quantity received.	

NOTE: This screen applies to all discrepancies except incorrect (wrong) item discrepancies.



# SDR Original Condition Code (C1) Details







# SDR Original Expired Shelf Life Code (C2)



**Details** 

	Supply Discrepa	ancy Report (v.m10.4)
Original Info	Copy Resubmit Contested Corre	cted Cancel Follow Up ILCO Update Help
Enter Expired Shelf Life (C2) Details		
*SL Code Received	Lot Received	**Date Cured
Mfg Name	Batch Received	**Date Packed
CAGE Code	Terial Number	**Date Manufactured
*Warranty Expiration Date	*Discrepant Quantity 0	** User must enter Date Cured, Date Manufactured, or Date Packed.
		is where you need to provide erning materiel for which the
	shelf life has	



# SDR Original Missing Item/Component Details



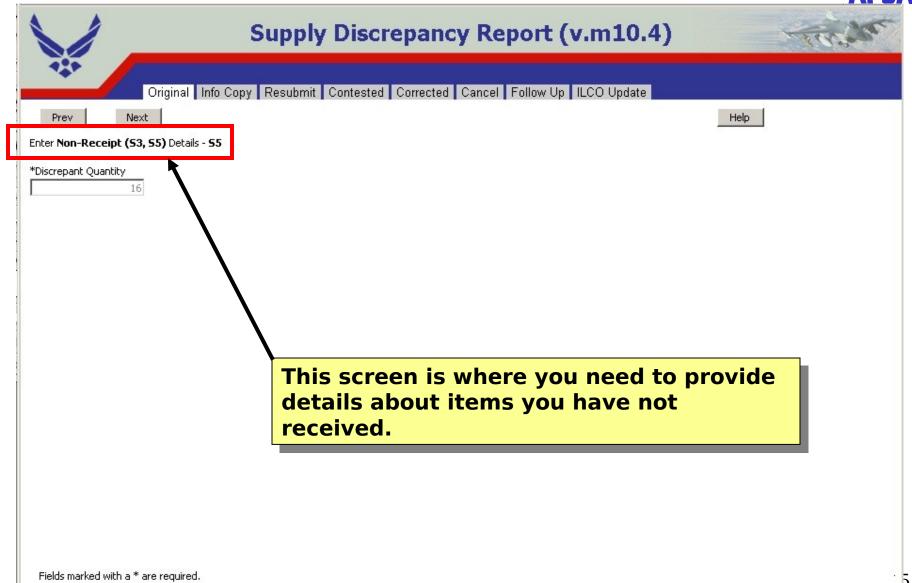
This screen is allow you to enter details concerning missing items or components. Maximum of 2 missing compenents per SDR at this time. Supply Discrepancy Report (v.m10.4) Original Info Copy Resubmit Contested Corrected Cancel Follow Up ILCO Update Prev Next Help Enter Missing Item / Component (C4, C5, & 59) Details - C5 Missing Item Summary \*\*MI NSN MI AF MMAC \*\*MI Noun \*MI Unit Price Quantity MI Navy COG MI CAGE Code MI Unit of Issue Value: 28003.00 \*\*MI Part Number \*MI Quantity Add \*\* User must enter NSN or Part Number or Nomenclature. N<sub>5</sub>N AF MMAC COG Nomemclature Mfg CAGE Part Number Unit of Issue Unit Price Quantity Value Delete 4920002725665 RN TESTER, ANTI-SKID 28003.00 Delete 28003.00 1

Enter the NSN of the missing item/component. Then, click the "Add" button. You can enter up to two missing items or components. If have more than two, then enter another SDR or include the extra information in the Customer Remarks section.



# SDR Original Non-Receipt Code (S3,S5) Details







Fields marked with a \* are required.

# SDR Original Quality Codes (Q\_) Details



Supply Discrepancy Report (v.m10.4)				
Origina	al Info Copy Resubmit Con	tested   Corrected   Cancel   Follow Up	ILCO Update	
Prev Next			Help	
Enter <b>Quality (Q)</b> Details - <b>Q1</b>				
*Category Type	<b>†</b>			
( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )	immediate attention to mitigate risk an		Circumstances Prior To Difficulty	
Mfg Name	Late Assembled	Operation Time Quantity In Stock	Description of Difficulty	
CAGE Code	Date Rebuilt	Next Higher Assembly		
			Suspected Cause	
Date Discovered	Date Tured	End Item	Action Taken	
Date Packed	Warranty Expiration Date	Weapon System		
			Recommendations	
Date Manufactured	*Discrepant Quantity	Serial Number		
Provide details concerning materiel you				
have received with quality problems.				
If customer enters details on this screen,				
the 14 point checklist attachment				
requirement is satisfied.				



## SDR Original Wrong/Incorrect Item (W\_) Details



This screen is where you need to provide details concerning incorrect materiel which you have received. Supply Discrepancy Report (v.m10.4) Original Info Copy Resubmit Contested Corrected Cancel Follow Up ILCO Update Prev Next Help Enter Wrong / Incorrect Item (W) Details - W1 \*\*NSN RIC \*Condition Code AF MMAC II Summary A - Serviceable (issuable without qualifications) Quantity A - Serviceable (issuable without \*\*Nomenclature \*Unit Price qualifications) - New, used, repaired, or reconditioned material that is serviceable and Value CAGE Code Unit Of Issue 2.08 \*\*Part Number Mfg Name \*Discrepant Quantity Add \*\* User must enter NSN or Part Number or Nomenclature. Navy Mfg Part Mfg Unit Condition Quantity Value RIC Delete NSN. Nomemclature MMAC COG CAGE Number Name Price 4920010564396 EH RESISTOR, FIXED, WIRE EA 2.08 2.08 S9E A Delete

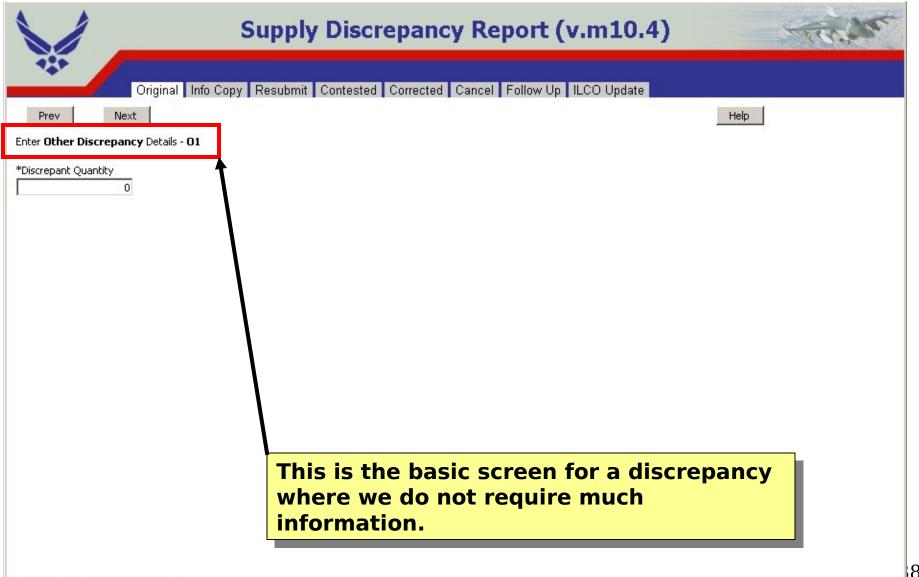
Enter the NSN of the wrong/incorrect item. Then, click the "Add" button. You can enter up to two wrong/incorrect items. If have more than two, then enter another SDR or include the extra information in the Customer Remarks section.



Fields marked with a \* are required.

# SDR Original Other Discrepancy Details

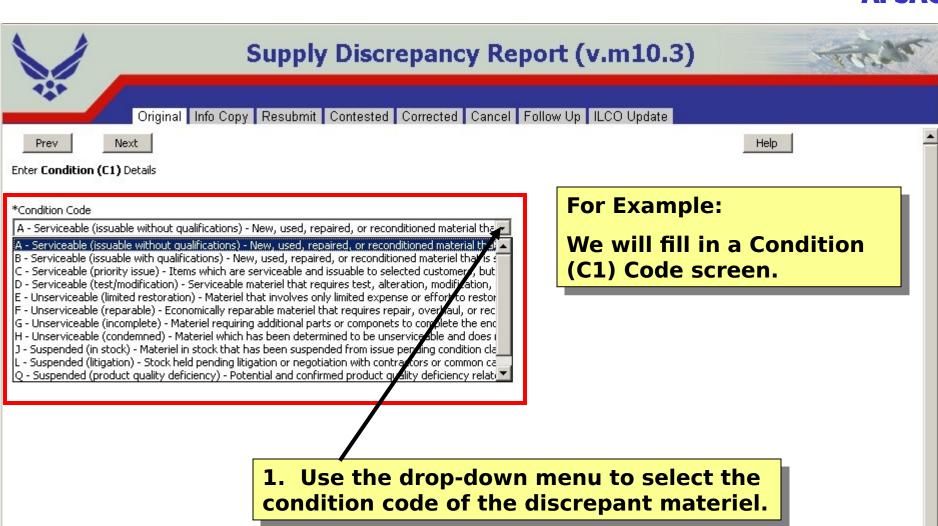






# SDR Original Condition (C1) Code Details



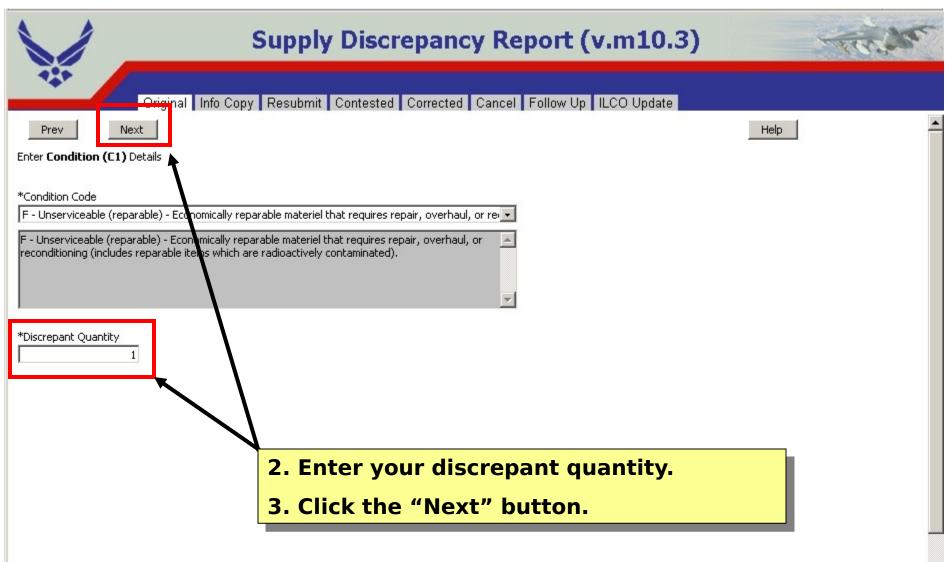




#### **SDR Original Condition (C1) Code Details Filled**









### SDR Original Processed Discrepancy



Supply Dis	the data	Next" button to accept	
Original Info Copy Resubmit Contest  Prev Next Processed Discrepancies	ted Corrected Cancel Follow Up	ILCO Update Help	
1  C1 In a condition other than shown on supply document or on the s  1A Disposition instructions requested.	supporting inspection/test certificate.	Quantity 5 Value 249.40	
This screen displays a sun have entered.	nmary of the discr	repancies (up to 3) you	
3			
*Total Discrepant Quantity 5	*Total SDR Value	249.40	

Total Discrepant Quantity and Total SDR Value is calculated by system. If user over-writes, the system calculation will be permanently deactivated on this submission.



### **SDR Original Customer Remarks**

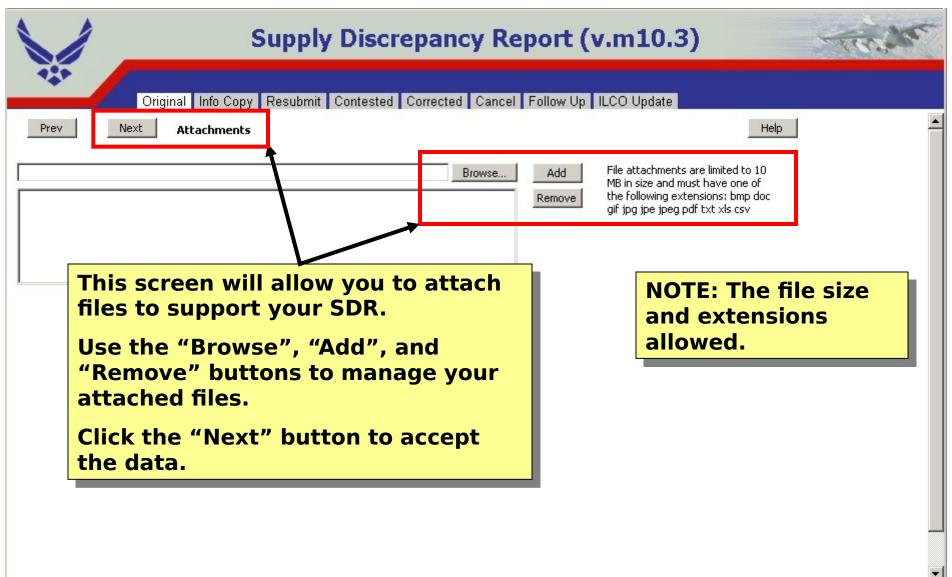






### **SDR Original Attachments**

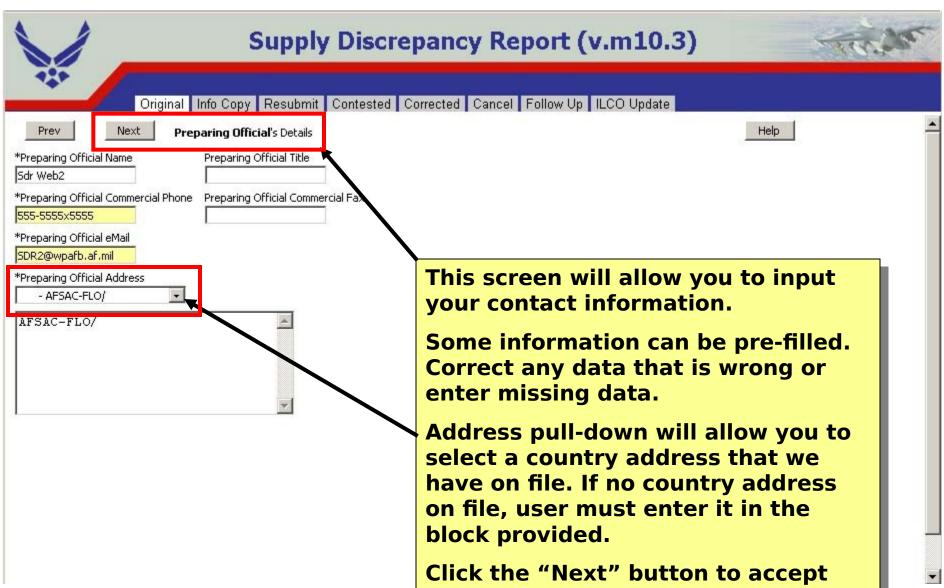






### SDR Original Preparing Official

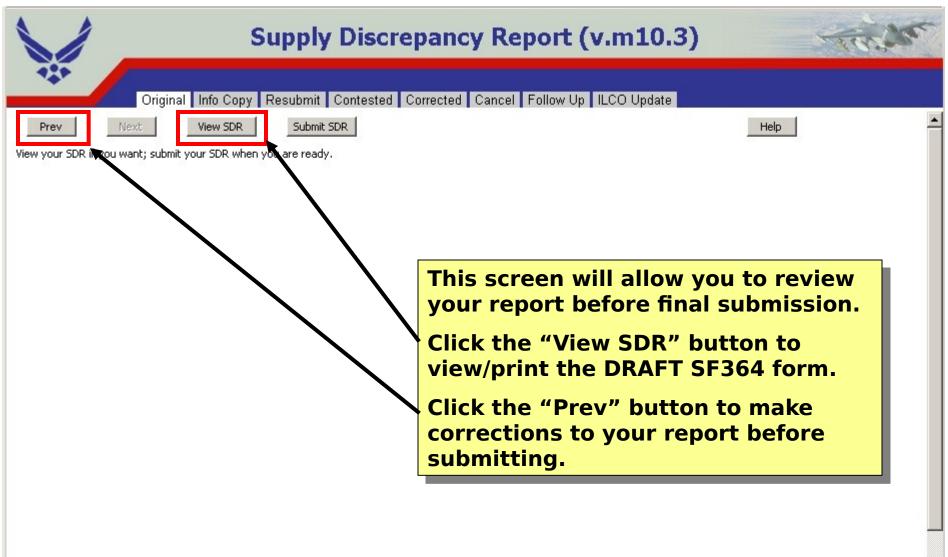






# SDR Original View/Submit

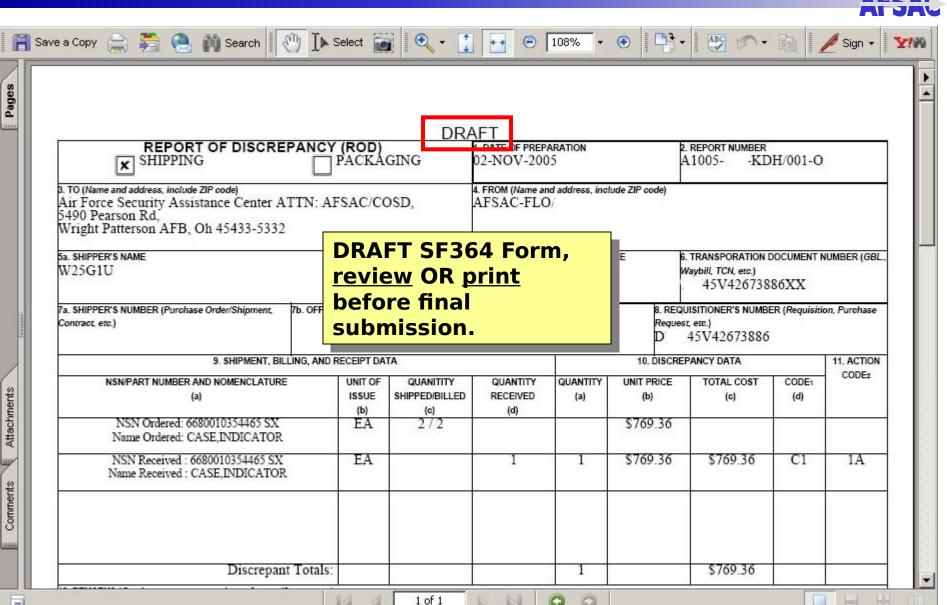






### SDR Original SF364 Draft

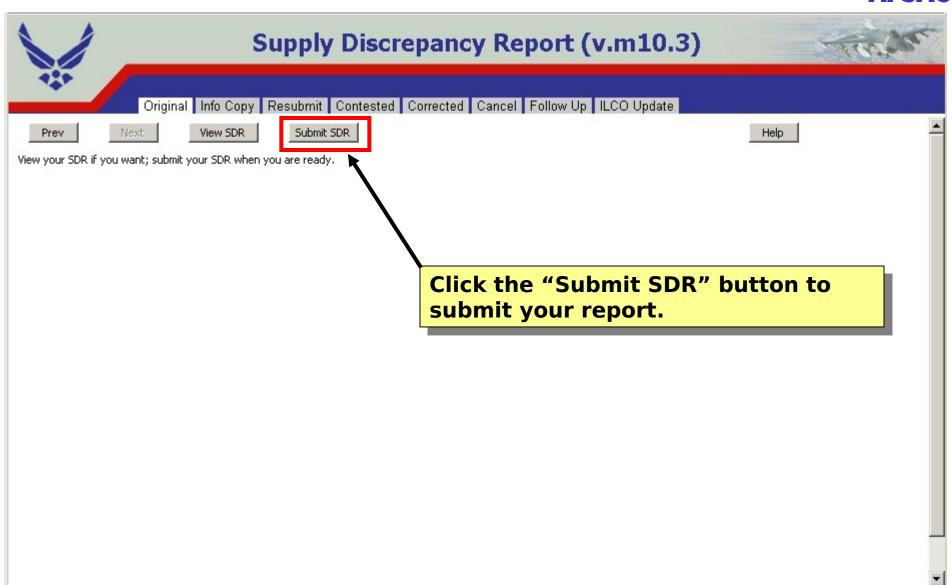






## SDR Original View/Submit

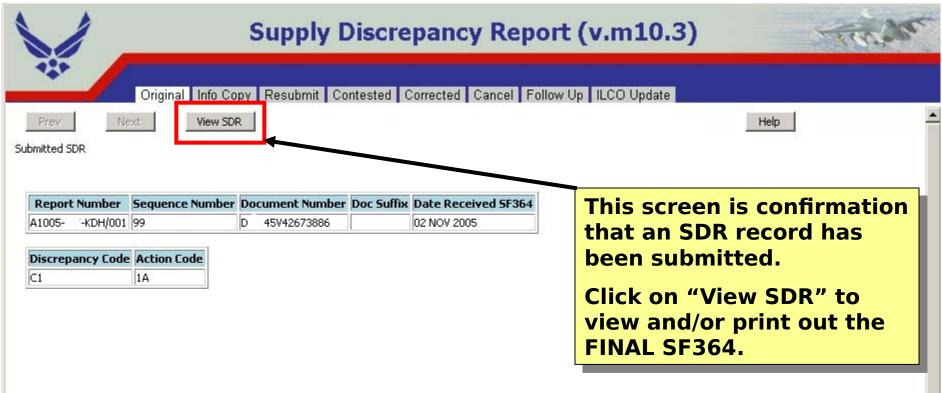






# SDR Original Confirmation Page



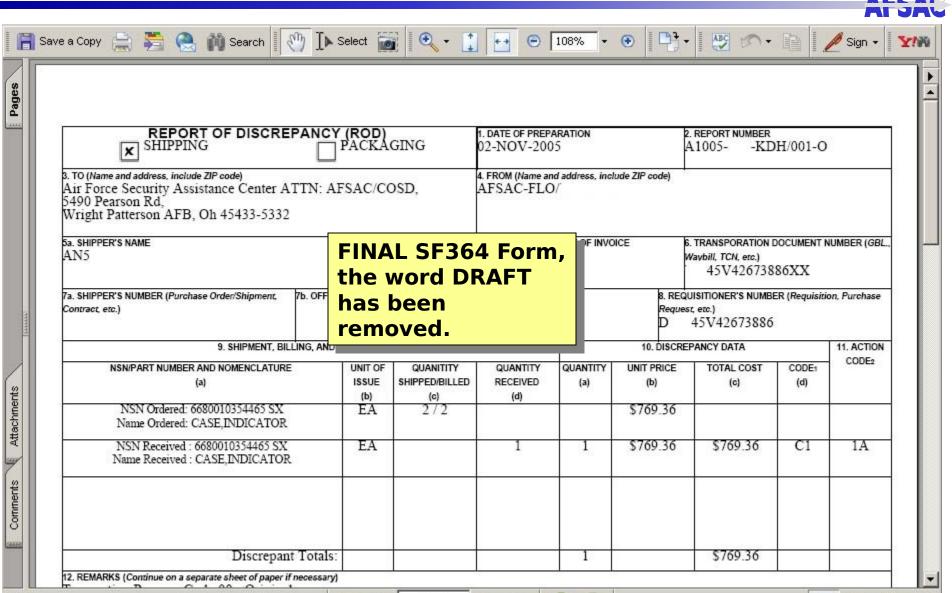


NOTE: After your report is submitted, it can only be edited using the <u>Correction Wizard</u>.



### SDR Original SF364 Final





1 of 1



#### **Technical Assistance**





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**Application Links** 

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Applications Suite

Supply Application

Letter of Request (LOR) ▶

Logistics Applications 🕦



AFSAC's goal not intended thave develope provide easy,

For "Technical Assistance" with the SDR-A Original Submission Wizard tool, contact AFSAC Technical Support.

ther attempt to achieve that goal. It is our customers are worldwide, we

Business app

(Use the navigation mins on the ren to access the business applications)

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